

**STATEMENT OF WORK
FOR CLEANING OF THE
DSR CONTROL ROOM AND DYSIM AREAS
AIR ROUTE TRAFFIC CONTROL CENTER (ARTCC)
HAMPTON, GEORGIA**

BACKGROUND

The Atlanta Air Route Traffic Control Center (ARTCC) located at 299 Woolsey Road, Hampton, Georgia 30228, is a Federal Aviation Administration (FAA) mission critical facility. As such, the approximately 9,000 square feet of the control room is populated and operated continuously (24/7/365) throughout the year. Uninterrupted operations are necessary to ensure safety within the National Airspace System. The DSR control room is a large data processing facility wherein air traffic controllers use the provided data to control aircraft. The dynamic simulation (DYSIM) lab houses controller positions used for training and other purposes. The DYSIM must remain functional continuously.

SCOPE

The Contractor shall provide all personnel, equipment (except that indicated as Government-furnished), materials, and supplies required to perform the cleaning services in accordance with these specifications. The FAA requires cleaning of the exterior of consoles, cleaning of the light fixtures, the fabric light baffles, the HVAC supply and return ventilators (diffusers) in the DSR control room, dusting/cleaning of all work stations, dusting of the plasma monitors (no cleaning of screens), cleaning of carpet-covered floors tiles, and of fabric-covered controllers' chairs. Methods, materials, and equipment to be used must be such that no adverse impact is caused to equipment, operations, flooring, fixtures, cables, or connections within the DSR control room and DYSIM. An area of approximately 9,000 square feet plus approximately 2,470 square feet in the DYSIM room must be thoroughly cleaned. This is a 24 hour operations center, so all cleaning must be scheduled and implemented while air traffic control operations are in progress.

The DSR control room and DYSIM area shall be cleaned in accordance with applicable custodial standards. The Contractor's technical proposal shall detail the applicable standards proposed for the DSR control room and DYSIM area. The Contractor's technical and price proposal shall address the scope, requirements, conditions, and constraints.

1.0 GENERAL REQUIREMENTS

A. Approximately 140 consoles, including electronic equipment on top of consoles, shall be cleaned/dusted on the exterior surfaces in the DSR control room,. Approximately 16 consoles, including electronic equipment on top of consoles, shall be cleaned/dusted on the exterior surfaces in the DYSIM area. Equipment requiring removal of access doors or panels will not be cleaned. Coordinate with facility maintenance personnel for equipment needing to be moved from recessed areas on consoles. Only anti-static cloths shall be used when dusting. Only damp cloths shall be used when cleaning equipment. A low odor, mild cleaner may be used when a more aggressive cleaning is required.

B. Approximately 190 hanging light fixtures and diffusers in the DSR control room and DYSIM area are to be cleaned. Only anti-static cloths shall be used when dusting. Only damp cloths shall be used when cleaning equipment. A low odor, mild cleaner may be used when a more aggressive cleaning is required.

C. Approximately 190 fabric-covered light baffles in the DSR control room and DYSIM area shall be vacuumed.

D. Approximately 22 HVAC supply and intake ventilators shall be cleaned in the DSR control room. Only anti-static cloths shall be used when dusting. Only damp cloths shall be used when

cleaning equipment. A low odor, mild cleaner may be used when a more aggressive cleaning is required.

E. All work stations located in the SOC, MOC SOC, Ghost Pilot Positions, TMU, OMIC, Weather, DYSIM lab and Area Front Line Manager Positions shall be cleaned. Vacuum intake fans/filters on computers and monitors. All desk and shelving surfaces shall be cleaned. Coordinate with facility personnel for any equipment needing to be moved for this activity. No books are to be moved from bookcases nor headsets moved from storage bins. Only anti-static cloths shall be used when dusting. Only damp cloths shall be used when cleaning equipment. A low odor, mild cleaner may be used when a more aggressive cleaning is required.

F. Eighteen 60" plasma monitors shall be dusted on the top and back surfaces. No cleaning of the screens is required. Only anti-static cloths shall be used when dusting.

G. Approximately 9,000 square feet of carpet-covered floors shall be cleaned in the DSR control room. Approximately 2,470 square feet of carpet-covered floors shall be cleaned in the DYSIM area. Both areas shall be cleaned using the government-furnished HEPA vacuum.

H. Approximately 230 fabric-covered controllers' chairs in the DSR control room and DYSIM area are to be cleaned. Chairs shall be cleaned utilizing a deep cleaning method to remove soiled surfaces on the material. Chairs shall be removed from the control rooms and cleaned on site. Prior to removal of the chairs, Contractor must coordinate with the Contracting Officer's Technical Representative (COTR). All surfaces shall be completely dry before returning to the areas.

I. Approximately 8,000 square feet of fabric-covered walls shall be cleaned in the DSR control room and approximately 2,000 square feet of fabric-covered walls shall be cleaned in the DYSIM area utilizing a portable vacuum cleaner. Fabric shall be cleaned utilizing a low odor deep cleaning method to remove soiled surfaces.

1.0.1 CLEANING

A. A schedule of activities will be required and, once approved or as amended, must be met by the Contractor. The schedule will be developed by the Contractor in conjunction with the FAA.

B. Cleaning is defined as the removal of all dirt, dust, debris, rodent or other residue, cobwebs, trash, food, and other items not a permanent part of the original installation. Entire surfaces, corners, and abutments shall be free from litter, dust, and foreign debris. All floors shall be HEPA-vacuumed (government-furnished). Chairs, trash receptacles, mobile file cabinets, tables, papers, and all other easily moved items shall be moved in order to clean underneath and put back in place afterward.

C. Before any notice-to-proceed will be issued, the work shall be jointly defined in detailed phases, where every effort and methodology will be clearly understood, communicated, and a work schedule (including a timeline) will have been developed and approved. The schedule shall be coordinated with Air Traffic's schedule and needs. If any issues or questions arise during cleaning tasks and the COTR is not available, the Systems Operations Center will be the onsite point of contact.

D. Each definable feature of work, such as cleaning the interior and exterior of consoles, cleaning the lights and light baffles or cleaning the ventilators shall be performed during the midnight shift (12:00 am to 5:00 am). The FAA reserves the right to issue a stop-work order due to excessive noise or disruption to Air Traffic operations.

E. Unforeseeable weather problems and air traffic issues may delay the day's notice to begin work or may cause early suspension of cleaning activities. The delay or suspension is not

anticipated to be more than one hour for each occurrence. Should such events arise, equitable adjustments to the work schedule shall be made.

F. Intent of Specifications: All material, labor and equipment required to perform the work shall be furnished by the Contractor; however, the Contractor will be allowed to use the facility's central vacuum system and HEPA vacuum. All work performed and all materials and equipment used shall be approved by the COTR. This shall include, but not be limited to, inspection, work schedule (including timeline), work plan, safety plan, reporting, and submittals. All cleaning equipment/supplies shall be returned to their respective places upon completion of cleaning tasks and are not to be left in the Control Room.

G. Contract Documents: The drawings and sketches accompanying the request for proposal form a part of the requirements for this project.

1.0.2 CONSTRUCTION LIMITS AND ACCESS

A. The Contractor shall confine operations, activities, storage of materials, and employee parking as indicated by the Contracting Officer's Representative (COTR).

B. Access route for the Contractor, employees, deliveries, etc., shall be as indicated by the COTR. Access to the construction site, parking areas and FAA loading dock area shall be kept unobstructed. Vehicles transporting materials shall not be loaded beyond the capacity prescribed by federal, state or local law. Obstruction of existing roadways, driveways, etc., to the ARTCC is strictly prohibited.

1.0.3 SECURITY

A. Contractor's employees shall meet the security requirements of the facility. Two contractor employees shall complete all security documents required to obtain FAA ID badges for contractors.

B. Contractor shall provide the COTR with a list of all Contractor personnel who will require access to the ARTCC. The list shall be submitted at least 24 hours prior to gaining admittance into the ARTCC. The list shall be kept current during the project and shall include the following:

1. Full name including middle initial
2. Citizenship
3. Valid government-issued, picture identification

C. Current procedures at FAA facilities include the right to search. If, in the judgment of the FAA security guard, a cause to search a vehicle or the person or personnel exists, such a search will be made. Absolutely no fire arms, ammunition, or other weapons shall be allowed on FAA property.

D. During cleaning activities, any doors or access to either the exterior of the building or a classified area that must remain unsecured (unlocked) for any reason shall not be left unattended by the Contractor.

E. Upon entering the grounds of the ARTCC, Contractor's personnel shall report to the FAA security guard and present proper identification. A temporary badge will be given to the personnel and shall be worn on the outside garment at all times while on the ARTCC premises. The badge shall be returned daily when such personnel leave the ARTCC premises.

F. Contractor's personnel shall not violate any FAA security regulations. Violators may be removed from the premises with the right to reenter revocable. The FAA may perform security background checks on any or all Contractor's employees.

G. The Contractor's employees may use restroom facilities, providing an escort (FAA, COTR or Contractor with the required clearance) is used.

1.0.4 FACILITY PROTECTION/PRECAUTIONS

Cleaning activities shall in no way interfere with Air Traffic Control operations. The ARTCC is a 24-hour, seven day a week facility. Extreme care shall be exercised so as not to cause any interference or interruption of service from this facility. Controller functions are vital to the safety of the flying public. It is absolutely mandatory that the Contractor protect FAA personnel and existing FAA communication, electrical and mechanical equipment both inside and outside buildings from damage caused by impact, water, debris or dust. The Contractor shall have the overall responsibility for the performance and enforcement of all forms of protection within the ARTCC premises against any damages due to work performed under this contract. Any damages incurred, as a result of construction or cleaning activity during the performance of this contract will be repaired or replaced immediately by the Contractor at no cost to the FAA.

1.0.5 USE OF FACILITIES

All appropriate facility water and power systems will be available for use by the Contractor for work within the ARTCC building. The Contractor shall verify the source of electrical power or water with the COTR before he makes any connections. The Contractor shall be required to make any and all connections and disconnections at the completion of the project.

A. Overtime, holiday, weekend, or outside of normal shift work requests, if allowed, shall be approved by the COTR. The request for approval shall be forwarded to the COTR at least 48 hours in advance.

B. Work moratoriums may be imposed from time to time depending upon air traffic control workload or special events. Imposition of such moratoriums will require an adjustment to the schedule for the cleaning effort.

1.0.6 USE OF EQUIPMENT

The use of any machinery, tool, material, or equipment shall be in compliance with OSHA regulations. The employer shall permit only those employees, qualified by training or experience, to operate equipment and machinery.

1.0.7 WORKER PROTECTION

The Contractor shall provide adequate protection for the head, ears, and eyes for all employees and visitors entering an area where such hazards may exist. (*Consult Subpart E of OSHA, 29 CFR 1926; and 1910.132 for complete requirements*)

1.0.8 TOOLS

All hand tools, power tools, and similar equipment (whether furnished by the Contractor or the employee) shall be maintained in a safe working condition. The use of such tools shall be limited to the intended use of said tools. All hand and power tools shall be fitted with a safety wrist strap that shall be used at all times. (*Consult Subpart I of OSHA, CFR 1926 for additional requirements*)

1.0.9 ELECTRICAL

The Contractor shall furnish Ground Fault Protection for all electrical equipment used on the job site. Installation, modernization, cleaning, or refurbishment of FAA facilities often requires work around energized electrical circuits. The Contractor shall protect against electrical shock by methods such as posting warning signs, supplying insulated gloves, instituting "lock-out/tag-out" procedures to de-energize circuits, or other approved methods. (*Consult Subpart K of OSHA, 29 CFR 1926 for additional requirements*)

1.0.10 ENVIRONMENTAL CONTROLS DURING CONSTRUCTION

Air Pollution: The Contractor shall keep his operations free from dust. All ventilation shall be HEPA filtered before leaving the building. The emission of smoke, dust, fume, mist, vapor or other air pollutant from ventilation equipment shall not be allowed.

	DSR CONTROL ROOM AND DYSIM AREAS FREQUENCY TASK CHART	Monthly	Quarterly	*Semi Annual	Annual
1	Cleaning of the exterior of consoles	X			
2	Cleaning of the light fixtures			X	
3	Cleaning of fabric light baffles			X	
4	Cleaning of HVAC supply and return ventilators (diffusers)			X	
5	All work stations	X			
6	Cleaning of the plasma monitors		X		
7	Cleaning of carpet-covered floors tiles	X			
8	Cleaning of fabric-covered controllers' chairs		X		
9	Cleaning of fabric-covered walls				X

*SemiAnnual – Every Six Months